Chapter 8 - Maintenance Organization and Responsibilities

TABLE OF CONTENTS

TABLE OF FIGURES

Chapter 8

Maintenance Organization and Responsibilities

8.1 Concept.

8.1.1 Aircraft Launch and Recovery Equipment (ALRE) includes catapults, arresting gear and visual landing aids (VLAs). Since ALRE is utilized by high performance aircraft, safety must always be paramount to the personnel who operate and maintain this equipment. A properly implemented maintenance program will improve safety, maintenance integrity, effectiveness, performance, training of personnel, management, and evaluation of maintenance performed. The Aircraft Launch and Recovery Equipment Maintenance Program (ALREMP) is designed to maximize the effective utilization of manpower and material to accomplish this goal.

8.2 Organization.

8.2.1 This program provides standard ALRE maintenance organization structures and procedures that will promote uniformity among carriers in the method of utilizing maintenance personnel, materials, and facilities. Figure 8-1 depicts the ALRE maintenance organization. Maintenance Control (M/C), Quality Assurance (QA), and Maintenance Support (MS) work centers (W/C's) are essential elements in the V-2 division organizations. To enable the program to run smoothly, certain controls and procedures have been formulated in the specific areas of maintenance control and administration; forms, records and reports; quality assurance procedures; and in methods of performing maintenance. These procedures will aid in the establishment of good management practices and prevention of maintenance defects, and will enhance the ability of shipboard maintenance units to cope with the technical complexities of the ALRE they maintain.

8.3 Responsibilities

8.3.1 Commanding officer and department head. The ultimate responsibility for ALRE readiness rests with the commanding officer of the carrier in which it is installed. Included in this responsibility is direct overall responsibility for ship's manning, training, and systems upkeep. Responsibility for specific areas of ship's operation is delegated to department heads; for ALRE this is the air officer.

8.3.2 Catapult and Arresting Gear Officer. The air officer in turn delegates to the catapult and arresting gear (V-2 division) officer the specific responsibility for the operation and administration of the ship's ALRE and of all personnel and programs affecting V-2 division.

8.3.3 ALRE Branch Officers. ALRE branch officers are responsible to the V-2 division officer and are charged with the supervision of their respective work centers, for personnel performance and productivity, the material condition of equipment and facilities, and for proper operation of all equipment under their cognizance. Branch officers will assist the V-2 division officer and the ALRE maintenance officer in ensuring that the ALREMP program is properly administered within their work centers.

8.3.4 ALRE Maintenance Officer. The ALRE maintenance officer is responsible to the catapult and arresting gear officer for conducting ALRE maintenance and upkeep. His/her duties include control of all maintenance evolutions and specifically the following:

　　　a. Upkeep maintenance normally performed on a day-to-day basis to include:

　　　　　(1) Scheduled and unscheduled maintenance including on-equipment repair, and removal/replacement of defective parts and components.

　　　　　(2) Incorporation of Technical Directives (TDs) (Service Changes (SC), Interim Rapid Action Changes (IRACs), Rapid Action Changes (RACs), Service Bulletins, and repair procedures).

　　　　　(3) Documentation of maintenance actions.

　　　b. Administration of the Maintenance Data System (MDS) includes reporting of configuration changes and logistics support.

　　　c. Maintenance of an active quality assurance (QA) program to include the following:

　　　　　(1) Ensuring that all critical areas of each maintenance action are inspected.

　　　　　(2) Ensuring that qualified QA inspectors are available for all maintenance and support areas, to include quality assurance inspectors (QAIs)/collateral duty quality assurance inspectors (CDQAIs) and work center (W/C) collateral duty inspectors (CDIs).

　　　　　(3) Operating and maintaining an ALRE Technical Publications Library (TPL) to support all equipment and maintenance required in the division, and ensuring that all changes and revisions are entered in each publication as required.

d.   Performing upkeep maintenance consisting of off-
equipment repair or replacement of damaged or unserviceable parts,
components, or assemblies; and performance of PMS inspections on
ALRE.

e.   Ensuring liaison with, and coordination and
documentation of maintenance required from, SIMAs, VRTs,
NAVSHIPYDs, CAFSUs, TYCOMs; ship's maintenance manager; and local
maintenance support such as from the AIMD or ship's engineering
department.

f.   Performing the maintenance control functions outlined
herein.

g.   Planning and submitting of budget requests for funding
tools, spare parts, and materials necessary for proper operation
and maintenance of ALRE.

h.   Maintaining operational target (OPTAR) expenditure
logs/records.

i.   Requisitioning parts and materials to support ALRE
operations and maintenance.

j.   Establishing and maintaining an effective tool control
program.

8.3.5 ALRE Maintenance Control Supervisor. The ALRE maintenance
control supervisor is responsible to the ALRE maintenance officer
for maintenance and upkeep. Duties include:

a.   Coordinating daily maintenance activities for all ALRE
maintenance production activities.

b.   Supervising scheduled and unscheduled maintenance
actions.

c.   Maintaining and updating the maintenance control Visual
Information Display System (VIDS) board for all ALRE maintenance
actions.

d.   Maintaining and updating maintenance requirements status
boards.

e.   Witnessing immediate maintenance actions as detailed in
para. 9.10.1.b.

8.3.6 Group Supervisors (normally chief petty officers). Group
supervisors usually manage more than one work center (i.e., bow

catapults, waist catapults, arresting gear (A/G), visual landing aids (VLAs)) and are responsible for maintenance of all systems and equipment assigned to those work centers. Through the work center supervisors, group supervisors direct and manage an effective maintenance program, supervise day-to-day ALRE operations, ensure proper documentation of preventive and corrective maintenance, maintain effective communications between W/Cs and maintenance control, and require compliance with established ALRE support procedures.

8.3.7 Work Center Supervisors (including the QA supervisor and MS chief petty officer). Work center supervisors are the key to successful accomplishment of assigned tasks. Each is responsible for maintenance of his/her assigned ALRE systems. This requires constant communication between the work center and MC concerning equipment status, availability of manpower, and other factors which affect the capability to maintain the assigned equipment. The work center supervisor shall direct his or her personnel during daily operations and shall:

     a. Keep the group supervisors apprised of all problems and equipment status within his/her W/C.

     b. Keep the W/C VIDS status board up-to-date and validated with maintenance control.

     c. Ensure that all maintenance documentation is complete and accurate. The supervisor's signature on the maintenance document signifies that all required maintenance actions have been completed, tool accountability has been maintained, documentation is correct, and QA inspections have been performed.

     d. Be knowledgeable of procedures for ordering repair parts and ensure that all work center personnel are capable of ordering required parts from initial identification through material receipt.

     e. Be knowledgeable of operating space item (OSI) operations. (Although stocking of OSIs is a supply department function, the inputs for stocking originate with the work center.)

     f. Maintain strict tool control accountability within the work center. Ensure that all personnel comply with established tool control procedures.

     g. Recommend to branch officers, via the group supervisors, qualified and responsible personnel to be collateral duty inspectors for the work center. Ensure that quality assurance inspectors (QAIs), collateral duty quality assurance inspectors

(CDQAIs) or collateral duty inspectors (CDIs) are available for all tasks requiring quality assurance inspection.

   h.   Identify operations requiring certified operators; ensure steps are taken to qualify and certify necessary personnel.

   i.   Assist the QA work center in implementing and maintaining support for the division safety program by:

      (1) Disseminating appropriate safety posters and literature.

      (2) Reporting all accidents and unsafe practices.

      (3) Conducting safety training within the work center.

      (4) Using and promoting practices which enhance safety while instilling proper regard for safety considerations in supervised personnel.

   j.   Assist the branch officers in maintaining the work center training program in order to:

      (1) Ensure optimum use of personnel through job assignments based on their prior training and experience.

      (2) Ensure formal in-service training is conducted through lectures supplemented with visual aids and required reading.

      (3) Ensure on-the-job training (OJT) is conducted by demonstration and simulation under supervision of qualified work center personnel.

      (4) Ensure PQS are administered in accordance with established procedures.

   k.   Maintain Required Reading files; Active and Standing. The Active file contains maintenance information of a temporary or a short-term nature such as messages, notices, or memos from the ALRE maintenance officer affecting a finite term period (i.e. a few days/weeks). The Standing file contains information of a long-term nature such as directives, instructions, or manuals that are applicable all the time or for extended periods (i.e. several months/years). Both files will be retained for reference for indoctrination of newly assigned personnel. Assigned personnel will read and initial both files subsequent to the addition of new instructions, directives, and other pertinent information. Files are updated monthly and reviewed by the division officer.

Figure 8-2 shows the standard Required Reading and Maintenance Information Record (OPNAV 4790/34).

l. Ensure that all publications required in the work center are available and maintained with current changes.

Figure 8-1. ALRE Maintenance Organization

CATAPULT & ARRESTING GEAR OFFICER
V-2 DIVISION OFFICER

BOW CATAPULTS OFFICER

WAIST CATAPULTS OFFICER

ARRESTING GEAR OFFICER

LANDING AIDS OFFICER

ALRE MAINTENANCE OFFICER

MATERIAL CONTROL LPO VB-20

QUALITY ASSURANCE CPO VB-21

MAINTENANCE SUPERVISOR MAINTENANCE CONTROL VB-20

MAINTENANCE SUPPORT CPO VB-22

BOW CATAPULTS CPO

WAIST CATAPULTS CPO

ARRESTING GEAR CPO

LANDING AIDS PETTY OFFICER

NO 1 CAT CAPT VB-01

NO 2 CAT CAPT VB-02

NO 3 CAT CAPT VB-03

NO 4 CAT CAPT VB-04

NO 1 ENG PO VB-05

NO 2 ENG PO VB-06

NO 3 ENG PO VB-07

NO 4 ENG PO VB-08

BARR ENG PO VB-09

LENS PO VB-10

ILARTS PO VB-11

FLT DK LTG VB-12

–·–·–·–·–·– DENOTES MAINTENANCE GROUP

————— DENOTES OPERATIONAL/ADMINISTRATIVE

············· DENOTES MAINTENANCE ORGANIZATION

**REQUIRED READING AND MAINTENANCE
INFORMATION RECORD
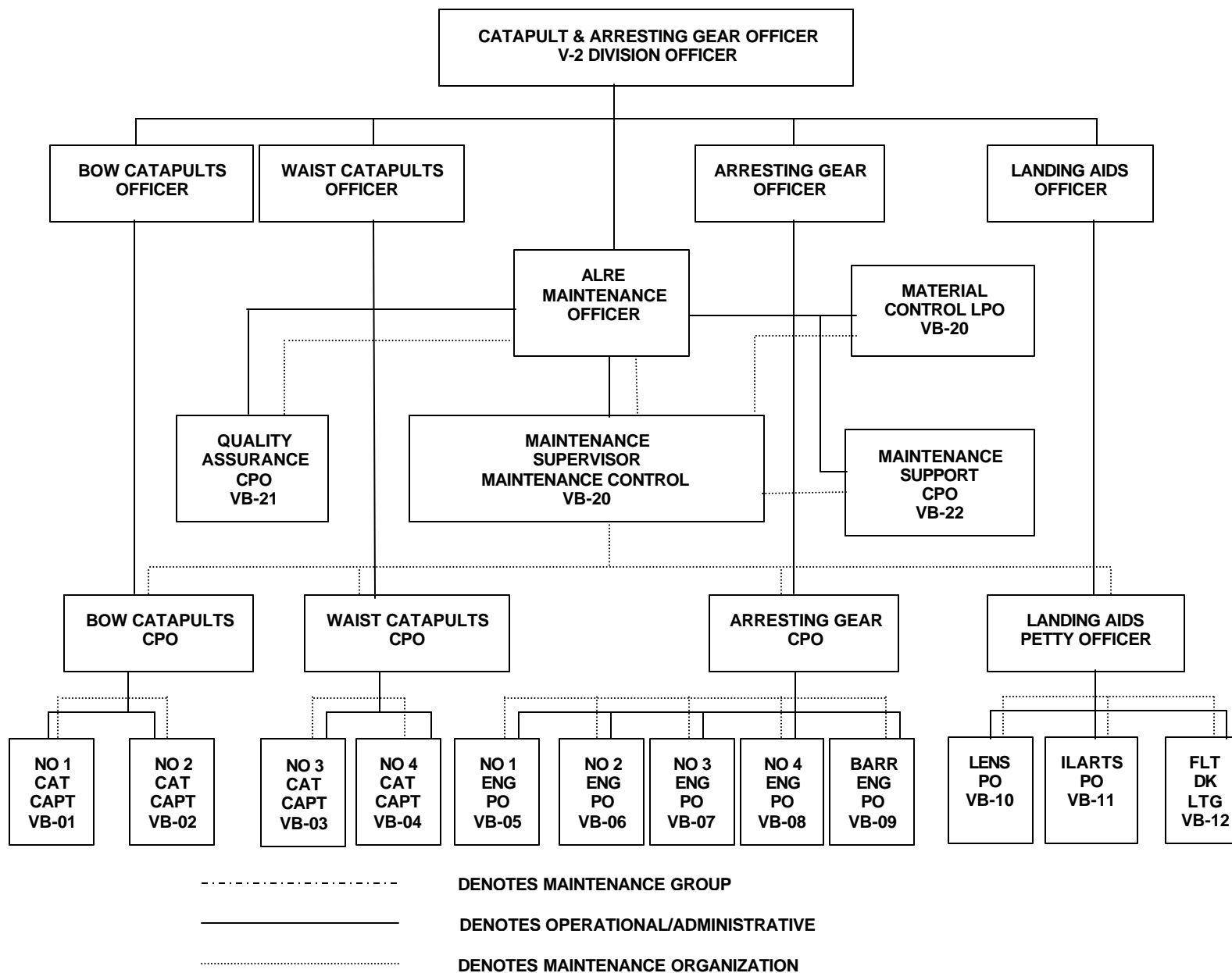OPNAV FORM 4790/34**

DIVISION

SUBJECT

NAME | RATE

Figure 8-2.   Required Reading and Maintenance Information Record
(OPNAV 4790/34)